



**Bright from the Start Georgia Department of Early Care and Learning**  
**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

**Date:** 6/8/2020    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 11:30 AM

**CCLC-9049**

**Primrose School at Sugarloaf Parkway East**

2782 SUGARLOAF PARKWAY Lawrenceville, GA 30045 Gwinnett County  
 (770) 513-0066 tturner@primrosesugarloafparkway.com

**Mailing Address**

2782 SUGARLOAF PARKWAY  
 LAWRENCEVILLE, GA 30045

**Regional Consultant**

Malissa Champion

Phone: (770) 357-4925

Fax: (770) 357-4924

malissa.champion@decal.ga.gov

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
06/08/2020	Licensing Study	Good Standing
11/08/2019	Monitoring Visit	Good Standing
04/24/2019	Complaint Closure	Good Standing

**Compliance Zone Designation** - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.

**Good Standing** - Program is demonstrating an acceptable level of performance in meeting the rules.

**Support** - Program performance is demonstrating a need for improvement in meeting rules.

**Deficient** - Program is not demonstrating an acceptable level of performance in meeting the rules.

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A Infant	Infants	2	7	C	14	C	NA	NA	Free Play, Floor Play
Main	B Toddler	One Year Olds	2	6	C	13	C	NA	NA	Lunch
Main	C Toddler	One Year Olds	1	7	C	14	C	NA	NA	Lunch
Main	D	Two Year Olds	2	8	C	17	C	NA	NA	Story
Main	E Two	Two Year Olds	1	8	C	17	C	NA	NA	Outside
Main	F Three	Three Year Olds	1	9	C	25	C	NA	NA	Outside
Main	G	Three Year Olds	1	9	C	25	C	NA	NA	Outside
Main	H School Age	Six Year Olds and Over	1	13	C	26	C	NA	NA	Centers
Main	I Four	Four Year Olds and Five Year Olds	1	12	C	25	C	NA	NA	Transitioning, Outside
Main	J		0	0	C	25	C	NA	NA	
Total Capacity @35 sq. ft.: 201						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 79						Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	A Infant	12	C
Main	B	0	C
Main	C	36	C
Main	C	48	C

**Comments**

An Administrative Review was conducted on June 8, 2020. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on June 17, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 29, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).

	<p>Please refer to the website, <a href="http://www.dec.al.ga.gov/CCS/RulesAndRegulations.aspx">http://www.dec.al.ga.gov/CCS/RulesAndRegulations.aspx</a> , for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,</p> <ul style="list-style-type: none"><li>• New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry</li><li>• New clearance is required at least once every five years</li><li>• Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance</li><li>• All staff members are required to have completed at least a national fingerprint based clearance check</li><li>• Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance</li><li>• Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee</li></ul>
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O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation’s (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI’s website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

**Refutation Process:**

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to [CCSRefutations@dec.al.ga.gov](mailto:CCSRefutations@dec.al.ga.gov).

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.al.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child’s last date of attendance. (O.C.G.A. Section 20-1A-4)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Tanisha Turner, Program Official

Date

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Malissa Champion, Consultant

Date



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### Findings Report

**Date:** 6/8/2020    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 11:30 AM

#### CCLC-9049

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.12 Equipment & Toys(CR)

Met

#### Comment

A variety of equipment and toys were observed throughout the center.

#### 591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

#### 591-1-1-.08 Children's Records

Technical Assistance

#### Technical Assistance

591-1-1-.08 - Records were observed to be complete and well organized. Consultant discussed with provider to ensure to maintain records and update as needed as required by the department.

## Facility

### 591-1-1-.06 Bathrooms

Met

#### Comment

Bathrooms observed to be clean and well maintained.

### 591-1-1-.19 License Capacity(CR)

Met

#### Comment

Licensed capacity observed to be routinely met by center.

### 591-1-1-.25 Physical Plant - Safe Environment(CR)

Technical Assistance

#### Technical Assistance

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

Correction Deadline: 11/8/2019

#### Corrected on 6/8/2020

.25(13) - The previous citation was observed to be corrected on this date. The consultant observed all hazardous items stored in a locked container and/or cabinet on this date.

### 591-1-1-.26 Playgrounds(CR)

Met

#### Comment

The outside area appears clean and well maintained. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) with the director on this date.

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Met

#### Comment

Center menu meets USDA guidelines.

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

Kitchen appears clean and well organized.

## Health and Hygiene

### 591-1-1-.10 Diapering Areas & Practices(CR)

Technical Assistance

#### Technical Assistance

591-1-1-.10 - Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

### 591-1-1-.17 Hygiene(CR)

Technical Assistance

#### Technical Assistance

591-1-1-.17 - Hand washing and sanitizing requirements were discussed with the Director/Provider on this date.

### 591-1-1-.20 Medications(CR)

Met

#### Comment

The Provider currently does not dispense/administer medication.

## Policies and Procedures

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**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

591-1-1-.21(3) - Consultant discussed with provider to ensure to maintain records as required by the department.

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**591-1-1-.22 Parental Access****Technical Assistance****Technical Assistance**

591-1-1-.22 - Parental access requirements are met per current COVID-19 guidelines.

**Correction Deadline: 6/8/2020**

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**591-1-1-.27 Posted Notices****Met****Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements.

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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**591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Technical Assistance****Technical Assistance**

591-1-1-.36 - A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****Technical Assistance**

591-1-1-.30 - Discussed SIDS and infant sleeping position.

<b>Staff Records</b>
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**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 0**

Staff # 1 Date of Hire: 09/03/2014	Met
Staff # 2 Date of Hire: 04/02/2010	Met
Staff # 3 Date of Hire: 02/22/2017	Met
Staff # 4 Date of Hire: 09/20/2019	Met
Staff # 5 Date of Hire: 11/07/2018	Met
Staff # 6 Date of Hire: 10/08/2019	Met
Staff # 7	Met
Staff # 8 Date of Hire: 05/01/2017	Met
Staff # 9 Date of Hire: 07/10/2006	Met
Staff # 10 Date of Hire: 07/31/2019	Met

**Staff Credentials Reviewed: 6**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met**

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit on November 8, 2019.

**Comment**

Criminal record checks were observed to be complete.

**Correction Deadline: 11/8/2019**

**Corrected on 6/8/2020**

**.09(1)(j) - The previous citation was observed to be corrected on this date. Criminal record checks were observed to be complete.**

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**591-1-1-.14 First Aid & CPR** **Technical Assistance**

**Technical Assistance**

591-1-1-.14 - CPR and First Aid requirements are met per current COVID-19 guidelines.

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**591-1-1-.33 Staff Training** **Met**

**Comment**

Documentation observed of required staff training.

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**591-1-1-.31 Staff(CR)**

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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**591-1-1-.32 Supervision(CR)**

**Met**

**Comment**

Adequate supervision observed on this date.